

IV.

- A. Developing logistics plans, programs, and policies.
- B. Preparing logistics annexes to security plans, programs, and projects.
- C. Providing and disposing of supplies and equipment.
- D. Serving as Accountable Officer for OS property located in Headquarters and Key Buildings; preparing and maintaining resultant property records and documentation.
- E. Maintaining Table of Vehicular Allowance.
- F. Providing vehicular support
- G. [REDACTED]
- H. Arranging for shipment of supplies/equipment [REDACTED]
- I. Arranging for building and equipment maintenance.
- J. Monitoring office space utilization and planning building moves.
- K. Preparing reproduction requests and maintaining usage records for Agency blank forms peculiar to OS.
- L. Preparing and maintaining miscellaneous service requests.

25X1A

25X1A

successful completion of the training.

- F. External Training Administration - Processes <sup>IN 9</sup>  
approximately 60 requests for external training per year.
- G. Surveys, Reports and Special Projects -  
Periodically furnishes <sup>IN 6</sup> various Agency Management Group with reports on course objectives, number of students, type of instruction, subject matter covered, approximate cost of course, etc.
- H. Security Reindoctrination Program - Periodically prepares <sup>IN 6</sup> and presents <sup>IN 6</sup> an Agency-wide Security Reindoctrination Program. Presentations projected to commence in early 1975 will entail approximately sixty lectures.

IV. The Logistics Branch, under the direction of the Chief, A&TD, Office of Security is composed of a Logistics Officer and a Logistics Assistant. Its function is to provide logistical support to the Office. This logistical support encompasses the following activities:

- A. Developing logistics plans, programs and policies.
- B. Preparing Logistics Annex's to security plans, programs and projects.
- C. Providing supplies, equipment, printing and reproduction support, and miscellaneous services.
- D. Serving as Accountable Officer for <sup>IN 6</sup> OS property <sup>IN 6</sup>
- E. ~~Administering stock accounting system for Accountable~~  
*Maintains Property Records*  
Property.

- F. Maintain Table of Vehicular Allowance.
- G. Provide vehicular support
- H. Supplying overall management of Office safe houses.
- I. Arranging for shipment of Security supplies and equipment.
- J. Maintaining and scheduling OS Conference Room.
- (K) Preparation of requests for Building Maintenance <sup>and equipment</sup>.
- L. Handling space and moving problems.
- ~~M. Obtains or issues Agency Driver's Licenses,  
DC Official Parking Permits, Permanent Property  
Passes, etc.~~
- ~~N. Accepts and processes calls for trouble service  
on equipment, utility malfunctions and cleaning  
services.~~

Component responsible  
for preparing the OS component security  
plans, programs, and policies  
developing logistics  
plans, programs, and policies

ACTIVITY CODE: ~~IV A~~ ~~K. E. (d) 1~~

COMPONENT: OS/P&amp;M/A&amp;TD/Logistics Branch

EVALUATION:DATE:

What is (are) our reference(s) for this activity? Date(s)?



Is (are) the reference(s) still in force? 25X1A Yes ☒ No ☐  
Who is (are) the beneficiary(ies) of this activity?

OS AREA WIDE

Do you feel the activity is still necessary? Yes ☒ No ☐  
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐  
Can the activity be done more efficiently or less costly? Yes ☐ No ☒  
If so, how?

Do you feel that responsibility for the activity should be transferred  
to another OS component or to another Office? Yes ☐ No ☒  
If so, where and why?

Can another component do the activity more efficiently? Less costly?  
More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of  
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without  
significant effect on overall Agency security? Yes ☐ No ☒  
If so, how?

Is there any activity not now being pursued by OS that you feel is more  
important than this one? Yes ☐ No ☒ If so, what?

and to provide technical support to the Office of Security Components for preparing logistics annexes to security plans, programs, and projects

COMPONENT: OS/P&M/A&TD/Logistics Branch

DATE:

25X1A

Is (are) the reference(s) still in force? Yes X No \_\_\_\_\_  
Who is (are) the beneficiary(ies) of this activity? \_\_\_\_\_

Do you feel the activity is still necessary? Yes X No         
Do(es) the beneficiary(ies) feel it is still necessary? Yes X No         
Can the activity be done more efficiently or less costly? Yes        No X  
If so, how?       

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes \_\_\_\_\_ No X  
If so, where and why?

Can another component do the activity more efficiently? Less costly?  
More properly? Yes \_\_\_\_\_ No X If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes \_\_\_\_\_ No X If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes \_\_\_\_\_ No X  
If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes \_\_\_\_\_ No X If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security is the component responsible for security of the Agency and its personnel, property, and information. ~~Office of Security is responsible for providing and disposing of supplies and equipment~~

Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8

ACTIVITY CODE: IV C ~~1, E, (d), 3~~ COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

  
25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐  
Who is (are) the beneficiary(ies) of this activity?

*ALL OS COMPONENTS*

Do you feel the activity is still necessary? Yes ☒ No ☐  
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐  
Can the activity be done more efficiently or less costly? Yes ☐ No ☒  
If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒  
If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☐ No ☒  
If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?

XX

ACTIVITY CODE: ~~XXXXXXXXXXXX~~

DATE:

What is (are) our reference(s) for this activity? Date(s)? ~~7/5/73~~

25X1A

Is (are) the reference(s) still in force? Yes X No       
Who is (are) the beneficiary(ies) of this activity?     

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Do you feel the activity is still necessary? Yes X No         
Do(es) the beneficiary(ies) feel it is still necessary? Yes X No         
Can the activity be done more efficiently or less costly? Yes        No X  
If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes \_\_\_\_\_ No X  
If so, where and why?

Can another component do the activity more efficiently? Less costly?  
More properly? Yes \_\_\_\_\_ No X If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes \_\_\_\_\_ No X If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes \_\_\_\_\_ No X  
If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes \_\_\_\_\_ No X If so, what?

## IDENTIFICATION OF ACTIVITY:

Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8  
The OS/P&M/A&TD/Logistics Branch is responsible for maintaining Table of Vehicular Allowance.

ACTIVITY CODE: IV E II. E. (d) 5

COMPONENT: OS/P&amp;M/A&amp;TD/Logistics Branch

EVALUATION:DATE:What is (are) our reference(s) for this activity? Date(s)? 8/7/64 25X1AIs (are) the reference(s) still in force? Yes ☒ No ☐

Who is (are) the beneficiary(ies) of this activity?

ALL OS COMPONENTSDo you feel the activity is still necessary? Yes ☒ No ☐Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐Can the activity be done more efficiently or less costly? Yes ☐ No ☒

If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒

If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☐ No ☒ If so, how?Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?




IDENTIFICATION OF ACTIVITY: The Office of Security component responsible  
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8  
for providing vehicular support.

IV F  
ACTIVITY CODE: ~~XXXXXXXXXX~~ COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

 25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐

Who is (are) the beneficiary(ies) of this activity?

ALL OS COMPONENTS

Do you feel the activity is still necessary? Yes ☒ No ☐

Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐

Can the activity be done more efficiently or less costly? Yes ☐ No ☒

If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒

If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☐ No ☒ If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY:

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25X1A



W G

ACTIVITY CODE: ~~IL E (J)~~ 7

COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? 12/10/73



25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐  
Who is (are) the beneficiary(ies) of this activity?

OS COMPONENTS



25X1A

Do you feel the activity is still necessary? Yes ☒ No ☐  
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐  
Can the activity be done more efficiently or less costly? Yes ☐ No ☒  
If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒  
If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☐ If so, what?

UNKNOWN

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☒ No ☐  
If so, how?

POSSIBLY

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?

Office of Security Component responsible  
for ~~making arrangements for the shipment of~~  
~~security supplies and equipment to~~  
arranging for shipment of supplies/equipment to  
[redacted] offices

25X1A

IV H

ACTIVITY CODE: ~~XXXXXXXXXX~~

COMPONENT: OS/P&amp;M/A&amp;TD/Logistics Branch

EVALUATION:DATE:

What is (are) our reference(s) for this activity? Date(s)?

[redacted]  
25X1AIs (are) the reference(s) still in force? Yes ☒ No ☐  
Who is (are) the beneficiary(ies) of this activity?[redacted]  
25X1ADo you feel the activity is still necessary? Yes ☒ No ☐  
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐  
Can the activity be done more efficiently or less costly? Yes ☐ No ☒  
If so, how?Do you feel that responsibility for the activity should be transferred  
to another OS component or to another Office? Yes ☐ No ☒  
If so, where and why?Can another component do the activity more efficiently? Less costly?  
More properly? Yes ☐ No ☒ If so, which component and why?Does the activity include anything questionable in the light of  
Watergate? Yes ☐ No ☒ If so, what?Can this activity be reduced in scope/size or discontinued without  
significant effect on overall Agency security? Yes ☐ No ☒  
If so, how?Is there any activity not now being pursued by OS that you feel is more  
important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component responsible  
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8  
for maintaining the Office of Security Conference Room  
Security Conference Room XXXX arranging for building  
and equipment maintenance.

IV I

ACTIVITY CODE: ~~XXXXXXXXXXXX~~

COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐

Who is (are) the beneficiary(ies) of this activity?

ALL OS COMPONENTS

Do you feel the activity is still necessary? Yes ☒ No ☐

Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐

Can the activity be done more efficiently or less costly? Yes ☐ No ☒

If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☐

If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☐ No ☒ If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security Component responsible  
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8  
for ~~the preparation of security requests for building maintenance~~ monitoring  
~~office space utilization and planning building moves~~

ACTIVITY CODE: <sup>IV J</sup>~~XXXXXX~~10 COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? 12/10/73

 25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐

Who is (are) the beneficiary(ies) of this activity?

ALL OS COMPONENTS AND OL

Do you feel the activity is still necessary? Yes ☒ No ☐

Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐

Can the activity be done more efficiently or less costly? Yes ☐ No ☒

If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒

If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☐ No ☒ If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY:

The Office of Security component responsible for preparing reproduction requests and maintaining usage records for Agency blank forms peculiar to OS.

ACTIVITY CODE: IV K  
XXXXXXXXXXXX

COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)? 12/16/73

25X1A

Is (are) the reference(s) still in force? Yes ☐ No ☐

Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes ☒ No ☐  
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐  
Can the activity be done more efficiently or less costly? Yes ☐ No ☒  
If so, how?

Do you feel that responsibility for the activity should be transferred to another OS component or to another Office? Yes ☐ No ☒  
If so, where and why?

Can another component do the activity more efficiently? Less costly? More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without significant effect on overall Agency security? Yes ☐ No ☒  
If so, how?

Is there any activity not now being pursued by OS that you feel is more important than this one? Yes ☐ No ☒ If so, what?

IDENTIFICATION OF ACTIVITY: The Office of Security component ~~XXXXXX~~  
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8  
~~XXXXXX~~ responsible for preparing and maintaining  
miscellaneous service requests

(which is intended to cover such functions as: issuance of Agency telephone books,  
scheduling of conference room, preparation and follow-up on DDI library requisitions,  
and Headquarters Building automobile parking records)

ACTIVITY CODE: ~~II, E, (d), 18~~ COMPONENT: OS/P&M/A&TD/Logistics Branch

EVALUATION:

DATE:

What is (are) our reference(s) for this activity? Date(s)?

 SOPs 25X1A

Is (are) the reference(s) still in force? Yes ☒ No ☐  
Who is (are) the beneficiary(ies) of this activity?

Do you feel the activity is still necessary? Yes ☒ No ☐  
Do(es) the beneficiary(ies) feel it is still necessary? Yes ☒ No ☐  
Can the activity be done more efficiently or less costly? Yes ☐ No ☒  
If so, how?

Do you feel that responsibility for the activity should be transferred  
to another OS component or to another Office? Yes ☒ No ☒  
If so, where and why?

Believe all functions mentioned above except the Agency telephone book  
appropriately belong in Log Branch. Believe OS Registry should handle the  
phone books as office of record for serially controlled classified documents. \*see below  
Can another component do the activity more efficiently? Less costly?  
More properly? Yes ☐ No ☒ If so, which component and why?

Does the activity include anything questionable in the light of  
Watergate? Yes ☐ No ☒ If so, what?

Can this activity be reduced in scope/size or discontinued without  
significant effect on overall Agency security? Yes ☐ No ☒  
If so, how?

Is there any activity not now being pursued by OS that you feel is more  
important than this one? Yes ☐ No ☒ If so, what?

\*continued from above

As also indicated, I doubt Registry can handle more efficiently or less costly  
but it seems to me, by definition, serially controlled documents should be handled  
by Registry. I have not before observed Log handle distribution of phone books.  
Approved For Release 2000/09/03 : CIA-RDP83B00823R000700020029-8  
OTHER OFFICES OR STAFFS.

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: 25X1A

EXTENSION

NO.

Policy and Plans Group

x5311

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, Logistics Branch

2.

3.

4.

5.

5.

4.

5.

9.

10.

11.

12.

13.

14.

15.

Under Objective B57104 the Office of Security will review and validate all Office of Security functions, activities...to ensure effectiveness, economy and efficiency. The attached documents represent two milestones under that objective. Milestone 1, the components identified their functions and activities. Milestone 2 was establishment of a format for evaluating these...activities. It is requested that Logistics Branch review the attachment and:

- Certify that there are no deletions/corrections/additions to be made to the previous listing submitted by your office.
- Review the Identification of Activity statement on each evaluation sheet to ensure it fully equals to the comparable activity from your offices listing.
- Use the attached format to evaluate each individual activity.